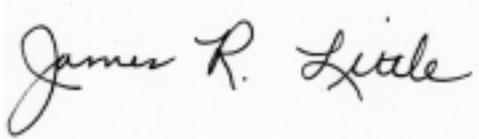


For: FSA Offices

**Approving Foreign Travel for FSA Employees**

Approved by: Acting Administrator



**1 Submitting All Foreign Travel to Office of the Administrator for Approval**

**A**

**Purpose**

This notice informs employees that, effective February 16, 2001, all requests for foreign travel, including foreign travel approved before February 16, must be submitted to the Office of the Administrator for clearance and approval.

**B**

**Requirements for Approval of Foreign Travel**

Submit **all** requests for foreign travel to the Administrator, through the Director, FMD, at least 2 weeks in advance of the scheduled departure date. Requests are required from each traveler and must include:

- a Type C (trip-by-trip) AD-202, Travel Authorization/Advance, that includes the itinerary and all estimated expenses for the trip
- the Foreign Travel Justification form, according to Exhibit 1.

**Note:** To access the Foreign Travel Justification form:

- go to the FFAS Employee Forms Online Website at:  
<http://intranet.fsa.usda.gov/dam/ffasforms/currentforms.asp>
- type in the Form Title Keyword: **foreign travel**.

Continued on the next page

<p><b>Disposal Date</b></p> <p>March 1, 2002</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices</p>
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**Notice FI-2473**

**1 Submitting All Foreign Travel to Office of the Administrator for Approval (Continued)**

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**C  
Emergency  
Travel Requests**

Emergency foreign travel requests must:

- be submitted to the Administrator as soon as possible
- state the urgent nature of the travel.

The Administrator will consider these requests on a case-by-case basis.

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**D  
Contact**

Address questions about this notice according to the following table.

<b>Office</b>	<b>Contact Office</b>
County Office	State Office
State Office	EDSO
All Others	FMD at 703-305-1408

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Foreign Travel Justification Form

**REPRODUCE LOCALLY.** Include form number and date on all reproductions.

<b>Foreign Travel Justification</b> United States Department of Agriculture Office of the Secretary		
All USDA employees who are requesting authorization for foreign travel must complete this form. After providing this information, please attach it to your Type-C authorization and submit it to your Under Secretary for approval. This form must accompany the Type-C authorization when you submit it to the Deputy Secretary for approval.		
<b>Part A - BACKGROUND</b>		
1. Employee Name	2. Title	3. Agency
4. Date(s) of Travel and Destinations		5. Estimated Cost \$
<b>Part B - JUSTIFICATION</b> <i>(Please briefly answer each of the following questions in detail. This section is for the Deputy Secretary's approval review process. Attach additional sheets if necessary).</i>		
6. How will the trip assist USDA in furthering the President's program and priorities?		
7. How will the trip contribute to the USDA mission?		
8. Will the result of the trip justify the considerable expense of foreign travel? <i>(For example, will the trip have a significant effect on potential exports or imports of agricultural products?)</i>		
9. How many USDA staff will need to travel to support the trip, and why are they needed?		
10. How will the traveler ensure the effective management of your mission area or agency, should the travel request be approved?		
<b>Part C - AUTHORIZATION</b> <i>(This form must include the signature of the Under Secretary/Agency Head of your division).</i>		
11. Signature		Date
<b>Part D - DEPUTY SECRETARY'S APPROVAL</b>		
12. Signature		Date

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